Transferring Files (kytransfer) to KDE & Other Agencies (OSA-10)

MUNIS

Last Updated: January 22, 2009

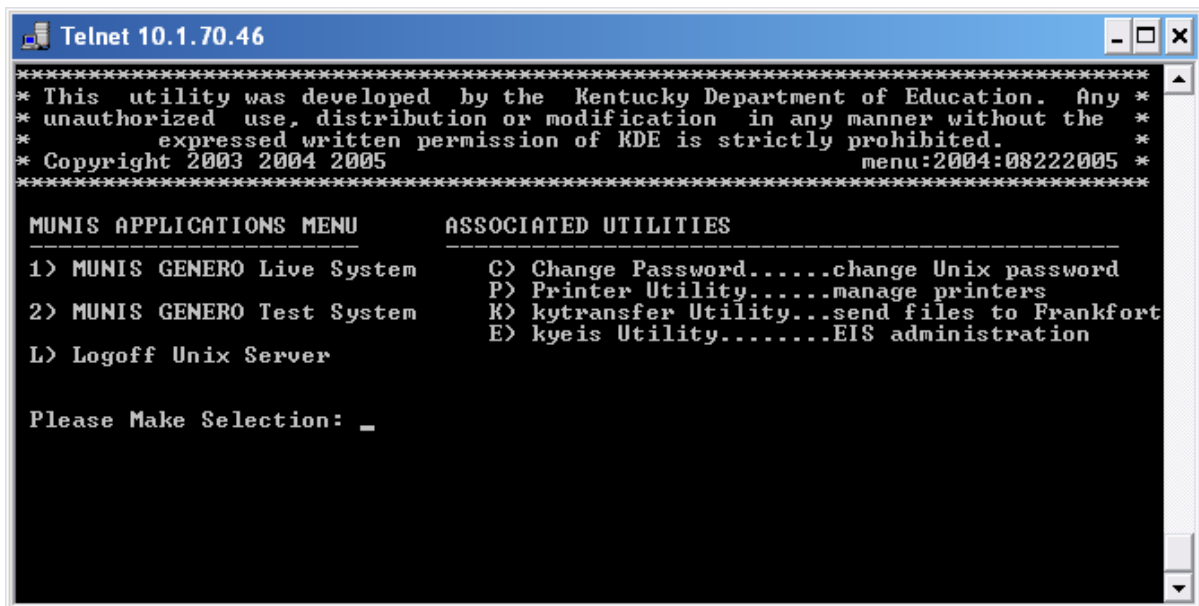Department of Education

TABLE OF CONTENTS

OVERVIEW

The File Transfer Utility, kytransfer, assists districts in transferring electronic files to the Kentucky Department of Education and other agencies in state government. The transfer process either copies the file to a staging directory on the district's RS6000 where it is retrieved each evening by a KDE server or transmits the file immediately to the agency's server. This process allows many file types such as PSD, CSD, AFR Tentative Budget, KTRS and other files to be transferred.

RUNNING THE FILE TRANSFER UTILITY MENU

The File Transfer Utility Menu can be accessed from the menu that appears first when logging on to the RS6000/MUNIS server.

To Access the File Transfer Utility Menu:

1. Logon to the RS6000/MUNIS server from your workstation. The following screen is displayed:
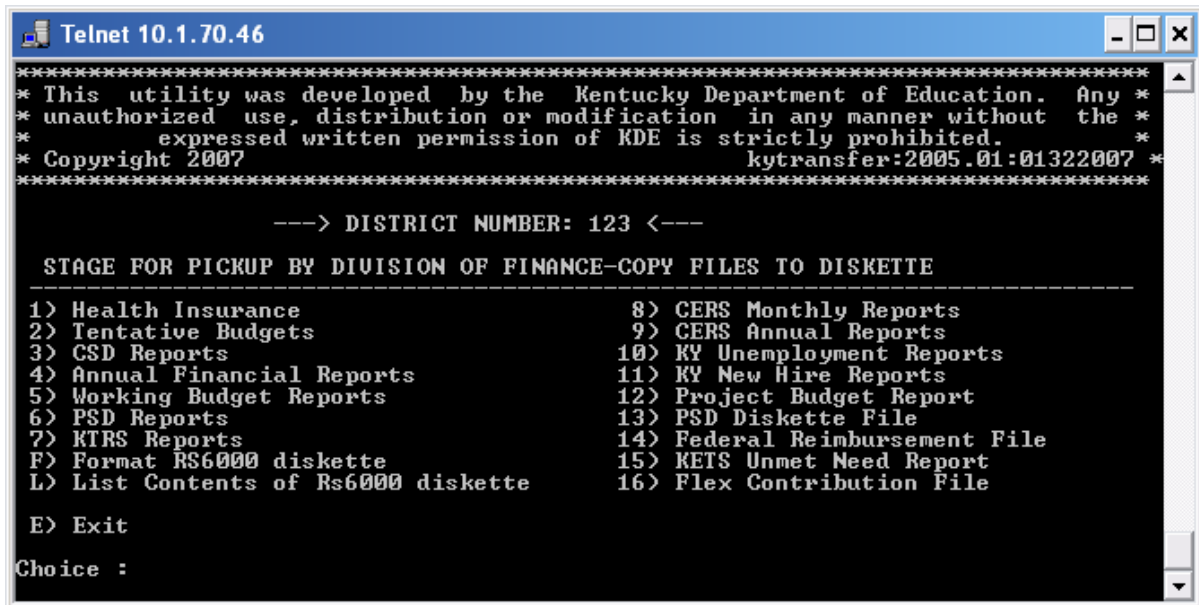
2.   Select Option **K)** kytransfer Utility.

The following menu screen is displayed:

```
Telnet 10.1.70.46                                                    _ □ ✕
********************************************************************************
* This  utility was developed  by the  Kentucky Department of Education.  Any *
* unauthorized  use, distribution or modification  in any manner without  the *
*         expressed written permission of KDE is strictly prohibited.         *
* Copyright 2007                                    kytransfer:2005.01:01322007 *
********************************************************************************

                      ---> DISTRICT NUMBER: 123 <---

   STAGE FOR PICKUP BY DIVISION OF FINANCE-COPY FILES TO DISKETTE
 -----------------------------------------------------------------------------
 1) Health Insurance                     8) CERS Monthly Reports
 2) Tentative Budgets                    9) CERS Annual Reports
 3) CSD Reports                         10) KY Unemployment Reports
 4) Annual Financial Reports            11) KY New Hire Reports
 5) Working Budget Reports              12) Project Budget Report
 6) PSD Reports                         13) PSD Diskette File
 7) KTRS Reports                        14) Federal Reimbursement File
 F) Format RS6000 diskette              15) KETS Unmet Need Report
 L) List Contents of Rs6000 diskette    16) Flex Contribution File

 E) Exit

Choice :
```

NOTE: **Please verify the correct District number appears in the top middle part of the screen. Check with your Field Staff person if it is in correct.**

TRANSFERRING FILES

The files listed below can be transferred to KDE and other select organizations. In the file names, mm stands for the month, yy for the last two digits of the year, pp for the payroll sequence in the month and ddd for the District Number and ### for the sequence number.

File	Menu Option	File name(s) from MUNIS
Health Insurance Remittance File	1	himmyy##
Tentative Budget files	2	TEDddd.###, TSFddd.###
Classified Staff Data (CSD) files	3	KYCSDddd.###
Annual Financial Report (AFR) files	4	AFDddd.###, ASRddd.###, BSddd.###, BSFddd.###
Working Budget files	5	WKDddd.###, WSBddd.###
PSD files	6	kypsdddd.###, prkygrst.###
KTRS Reports	7	KYTRSddd.###
Project Budget Report file	12	PSBddd.###
Federal Reimbursement File	14	Fmmyyddd.###
KETS Unmet Need Report	15	KETKddd.###, KETSddd.###
Flex Contribution File	16	fsmmppyy.###

To Transfer Files:

1. Select the appropriate menu option.

2. The "file listing" screen displays files located in the MUNIS spool file directory. Only files matching the specific pattern are displayed with the most recently created files first. If you receive an error message regarding too many files, exit the utility and remove outdated files from the spool file directory. See the document *MUNIS System Administration (MSA-1)* in the *MUNIS System Administration User Guide* for instructions on deleting spooled files.

3. A screen appears showing lists of files. The list may show one or two sets of files:

One set of files:

```
Telnet 10.1.70.46                                                    _ □ ×

hi Files            Date / Time      Size
------------------------------------------------------------------------
hi020701            Jan 29 15:13     44400
hi010701            Dec 22 13:32     44104
hi120601            Nov 28 16:43     43808
hi110601            Oct 26 15:36     44252
hi100602            Sep 29 16:09     44252
hi100601            Sep 29 15:20     44252
hi090601            Sep 01 11:18     40700

From the list above determine the appropriate file to transfer.
Type the name of the [ hi ] file on the line below and
press [ENTER> to stage the file for transfer or press [E] to exit.

File to transfer :
```

Two sets of files:

```
Telnet 10.1.70.46                                                    _ □ ×

TED Files           Date / Time      Size
------------------------------------------------------------------------
TED025.003          May 26 2006      416154
TED025.002          May 09 2005      334737

TSF Files           Date / Time      Size
------------------------------------------------------------------------
TSF025.010          May 26 2006      55387
TSF025.009          May 17 2006      55387
TSF025.007          May 17 2006      55387
TSF025.003          May 09 2005      53949
TSF025.002          Mar 14 2005      53877

From the list above  determine the  appropriate files to transfer.
Type the name of the [ TED & TSF ] files on  the line below
separated by a space  and press [ ENTER ] to stage the files for transfer
or press [ E ] to exit.

Files to transfer :
```

4. Type the correct file name(s) exactly as displayed in the list. If more than one file is transferred, enter the file names on the same line, separated by a space.

5. Press ENTER to stage the file(s) for transfer.

6. The file is either "staged" for retrieval or transmitted immediately as determined by the kytransfer program. If transmitted immediately one of the following panes appears:
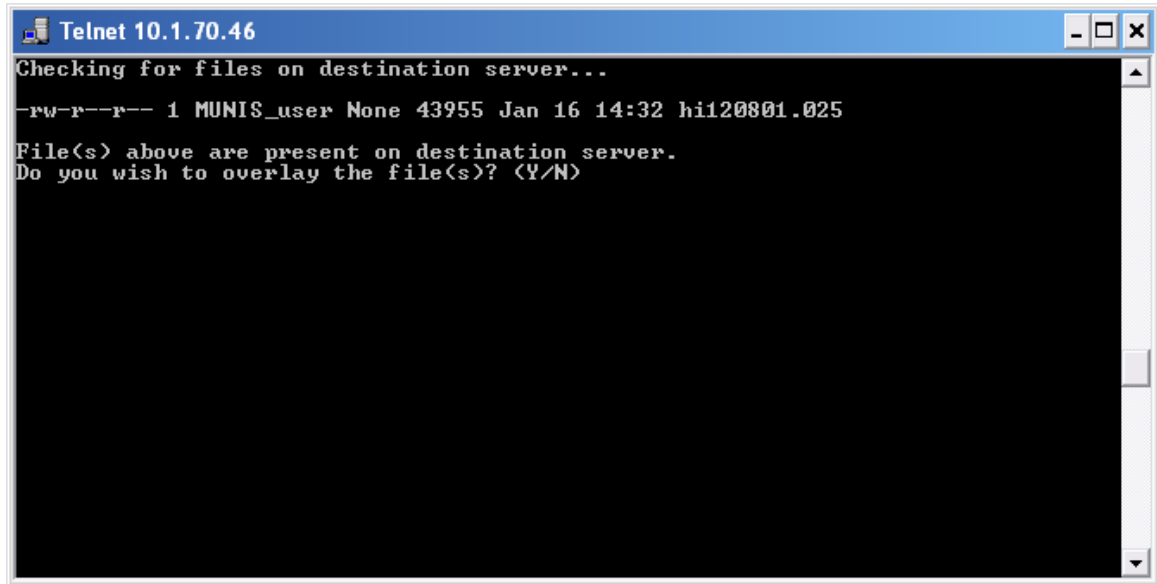
First Time:
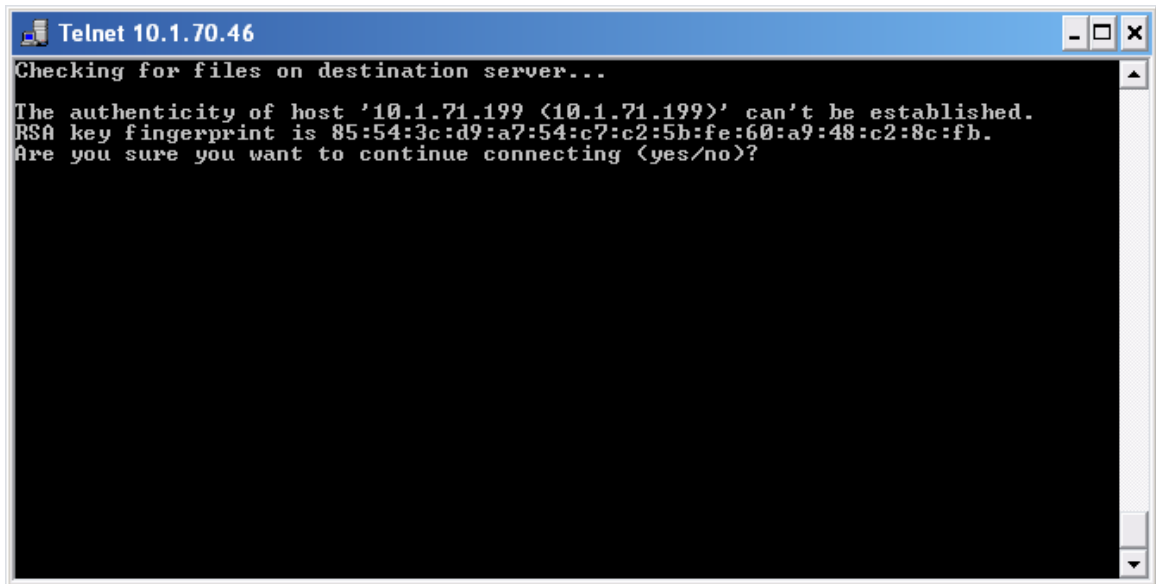
The first time a new user attempts to transmit a file, the secure transfer utility prompts to establish authenticity. Type **yes** and press enter to continue

Successful:
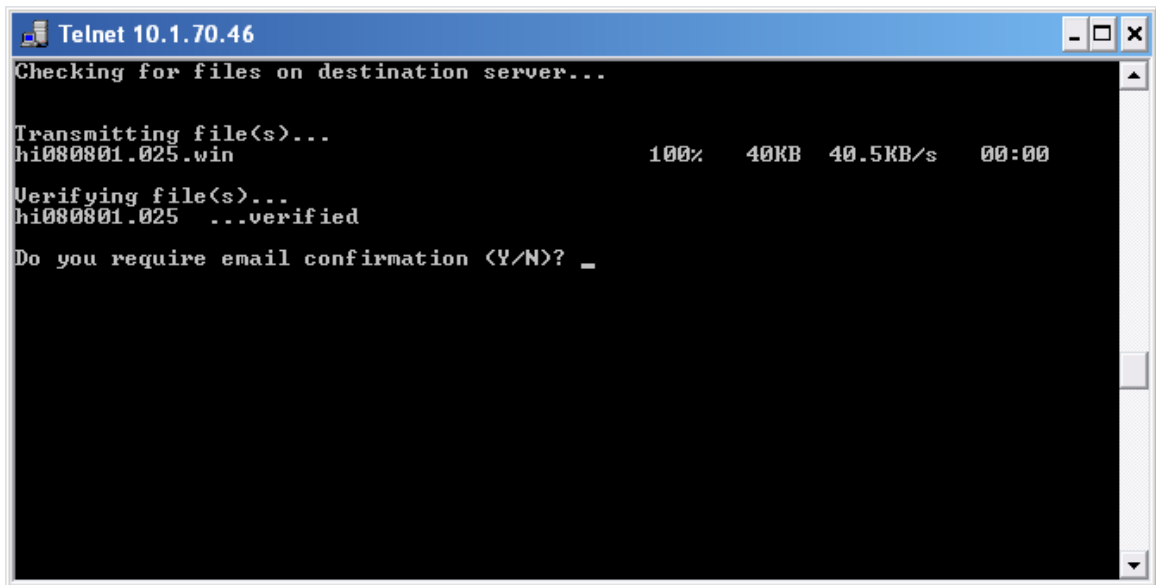
It may take up to a minute or two to transmit the file(s) depending upon their size. After the file is transmitted and verified the user has the option to receive email confirmation (see the next step)

Overwrite:

If in transmitting the file the kytransfer program finds a file with the same name on the transfer server the following pane appears:
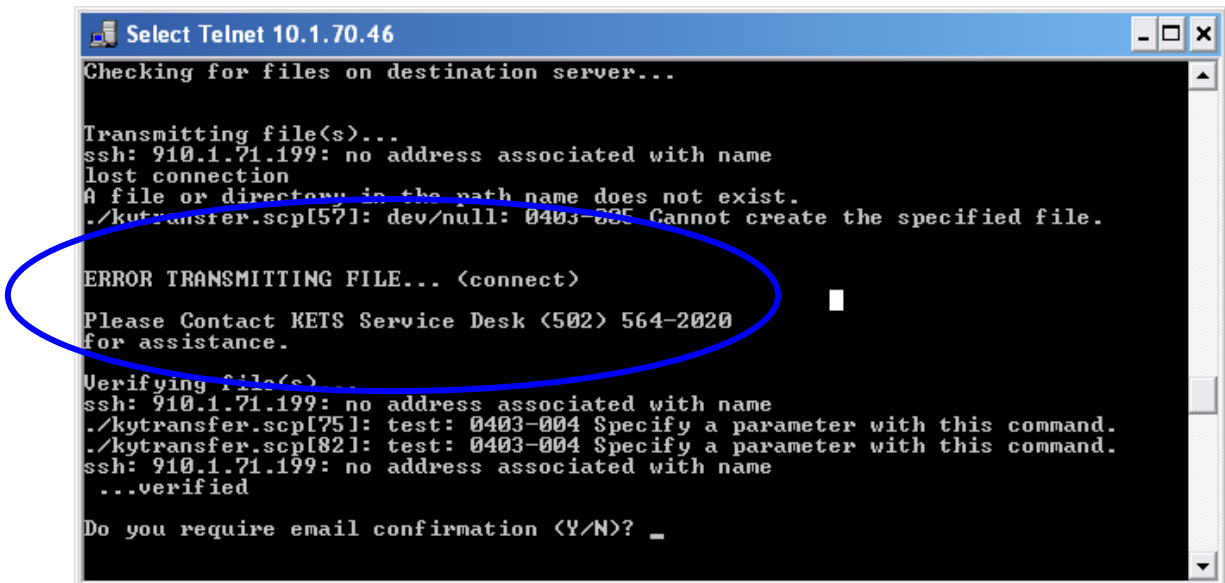
If you wish to replace the existing file respond "Y", otherwise respond "N". Responding No will not transmit the new file.

Failure:

If for some reason the kytransfer program cannot establish a secure connection to the windows file server the following pane appears:

If an ERROR message appears, please follow the instructions on the screen to resolve the issue. If you see this message the file *IS NOT* transmitted. Please try again once the issue is resolved.

7. Several of the transfer options provide an email confirming receipt of the file by KDE. If the file you are transferring includes this capability, the following screen displays:
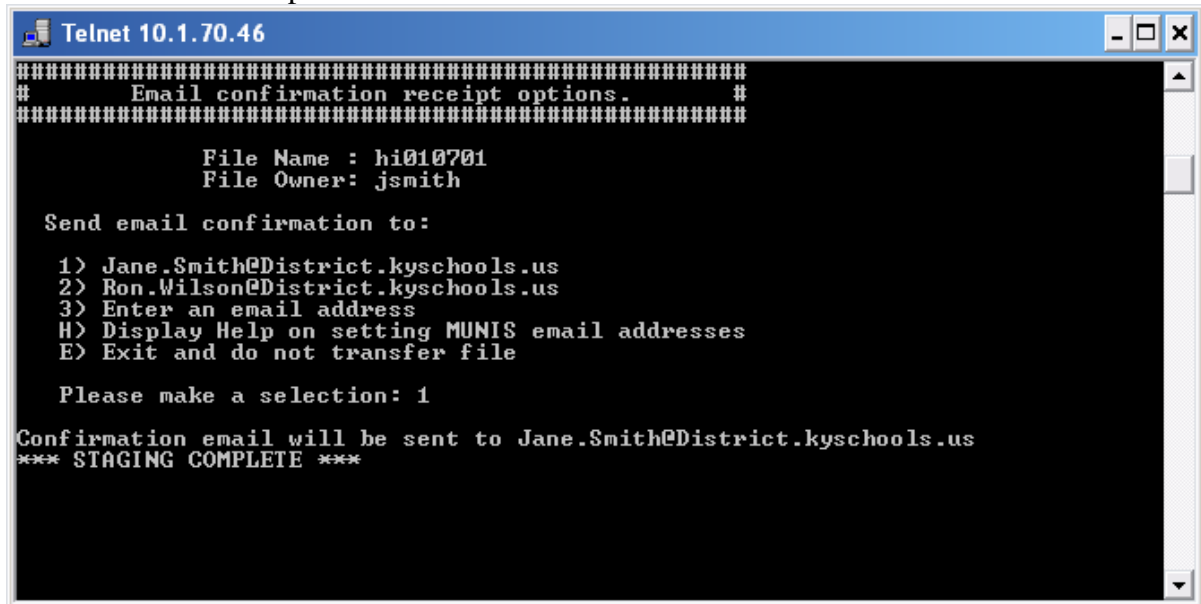

You may select from one of three options to send an email confirmation:

1) Email address of the owner of the file

2) Email address of the person sending the file

3) Enter a different email address

Note: All email addresses are obtained from the MUNIS User ID Permissions program. See the following section "Establishing User Email Addresses" or select the H) Help option for additional information.

If the email address for option 1 or 2 shows "Option not available… No user email address found in MUNIS", this indicates the email address field on the MUNIS User ID Permissions table is blank. See the next section **Establishing User Email Addresses** for instructions on setting up email addresses for your MUNIS users.

8. After selecting a valid option, the file will be transmitted indicating the person to receive the confirmation receipt:

Note: **Some file types may present two separate screens of files that must be transferred.**

ESTABLISHING USER EMAIL ADDRESSES

The Kytransfer utility employs the capability of emailing receipt confirmation using the new state email addressing scheme (e.g. John.Smith@mercer.kyschools.us). Establishing MUNIS User email addresses in MUNIS will simplify the Kytransfer process and ensure accuracy of receipt of email confirmations. To establish MUNIS user email addresses perform the following:

Select:
  Admin
    Security
      User ID Permissions and Parameters
        - Select the *MUNIS System* button and the following screen appears:

1. Find ⚲ users that generate files transmitted via Kytransfer and/or users that perform Kytransfer.

2. Select Update ✐ and enter/update the users Email Address field. Please ensure the email address is in the format First.Last@District.kyschools.us.

TRANSFERRING REPORT FILES TO DISKETTE

Several types of files, e.g. CERS, KY New Hire reports, and PSD (Terry files used for the LEAD system) are transmitted to the appropriate agency via diskette. Please see the instructions below for copying these files to diskette.

Transferring the Monthly CERS Magnetic Media File to a Diskette

1. Select Option **8**, CERS Monthly Reports, file to diskette and press **Enter**.

2. A message displays to verify the district's four-digit Budget Unit number. If the Budget Unit number is correct respond Y to proceed or N to halt the process. Please contact your Field Representative for assistance in correcting this issue.

3. A message appears reminding you to insert a floppy diskette into the RS6000's disk drive. A screen appears showing a list of CERS files (information displayed may vary):

```
 Telnet 10.1.70.46                                              - □ ×

J123 Files       Date / Time       Size
------------------------------------------------------------------
J1230701.001     Jan 23 15:44      22561
J1230612.001     Dec 21 10:58      22241
J1230611.001     Nov 27 14:58      22241
J1230610.001     Oct 23 16:22      22401
J1230609.001     Sep 27 13:54      22561
J1230608.003     Aug 30 08:13      22241
J1230608.002     Aug 29 08:08      22241
J1230608.001     Aug 29 08:05      22241
J1230607.001     Jul 24 2006       7841
J1230606.001     Jun 24 2006       22241
J1230509.001     Sep 27 2005       22081

Determine the appropriate MONTHLY CERS file to copy to diskette.
Type the name of the selected  file on the line below  and press
return to copy the file to diskette.

MONTHLY CERS file to copy (e.g. J1239907.001):
```
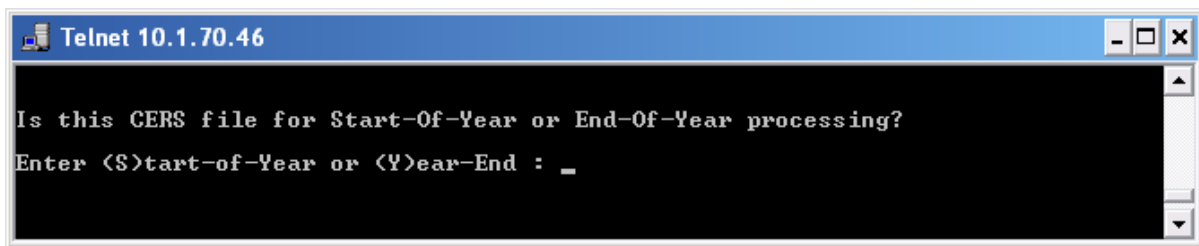
4. Enter the file name and press the **Enter** key.

    The CERS Magnetic Media File is now copied on the diskette in the RS6000 as uuuuyymm, where uuuu stands for the Budget Unit Number (or Agency Number), yy for the last two digits of the year, and mm for the two-digit month.
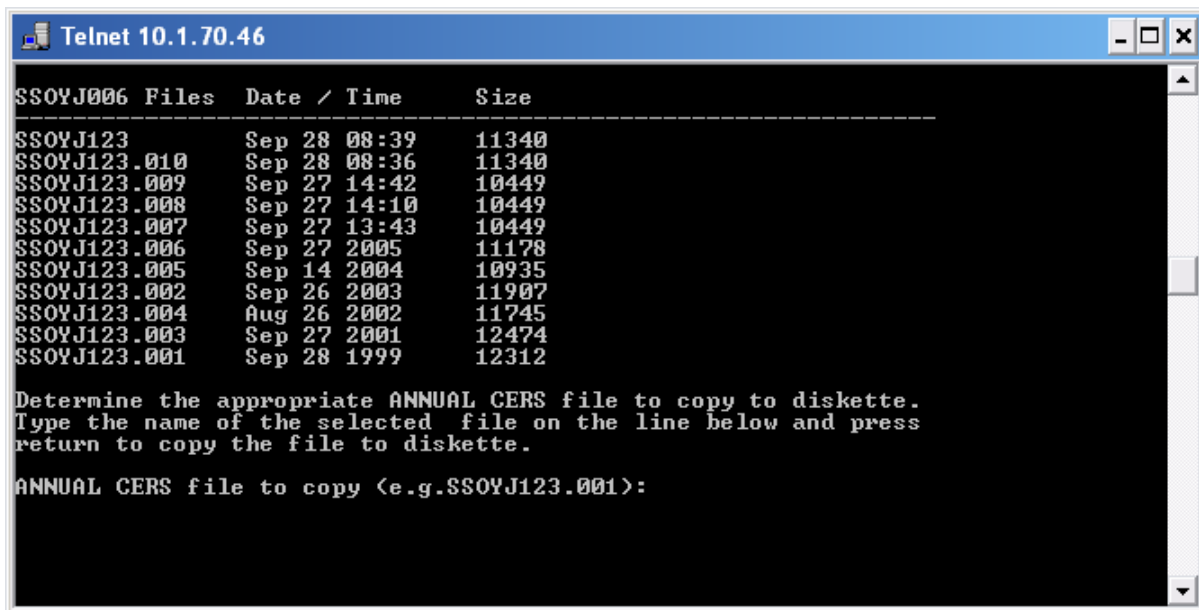
Transferring the Annual CERS Magnetic Media File to a Diskette

1. Select Option **9**, CERS Annual Reports, from the menu.

2. A message displays to verify the district's four-digit Budget Unit number. If the Budget Unit number is correct respond Y to proceed or N to halt the process. Please contact your Field Representative for assistance in correcting this issue.

3. After a message reminding you to insert a floppy diskette into the RS6000's disk drive, the following screen appears:

NOTE: *There will be approximately a 10 second wait before the following screen appears.*

```
Telnet 10.1.70.46                                              - □ ×

Is this CERS file for Start-Of-Year or End-Of-Year processing?

Enter (S)tart-of-Year or (Y)ear-End : _
```

4. Enter either **S** for Start of Year or **Y** for Year End processing. The following screen shows a list of CERS files (information displayed may vary):

```
Telnet 10.1.70.46                                              - □ ×

SSOYJ006 Files   Date / Time      Size
------------------------------------------------------------------
SSOYJ123          Sep 28 08:39    11340
SSOYJ123.010      Sep 28 08:36    11340
SSOYJ123.009      Sep 27 14:42    10449
SSOYJ123.008      Sep 27 14:10    10449
SSOYJ123.007      Sep 27 13:43    10449
SSOYJ123.006      Sep 27 2005     11178
SSOYJ123.005      Sep 14 2004     10935
SSOYJ123.002      Sep 26 2003     11907
SSOYJ123.004      Aug 26 2002     11745
SSOYJ123.003      Sep 27 2001     12474
SSOYJ123.001      Sep 28 1999     12312

Determine the appropriate ANNUAL CERS file to copy to diskette.
Type the name of the selected  file on the line below and press
return to copy the file to diskette.

ANNUAL CERS file to copy (e.g.SSOYJ123.001):
```
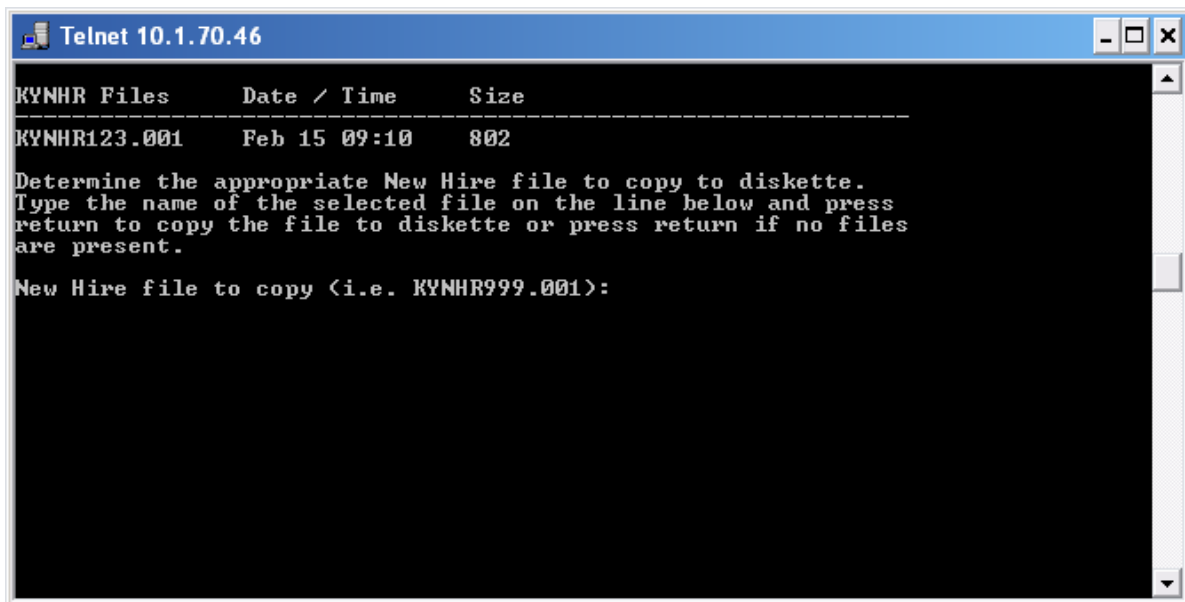
5. Enter the file name and press the **Enter** key.

Transferring the KY New Hire Report Files to a Diskette

1. Select Option **11**, Ky New Hire Report, from the menu.

2. After a message reminding you to insert a floppy diskette into the RS6000's disk drive, the following screen appears:

NOTE: **There will be approximately a 10 second wait before the following screen appears.**

```
Telnet 10.1.70.46                                                    - □ ×

KYNHR Files      Date / Time     Size
------------------------------------------------------------------
KYNHR123.001     Feb 15 09:10    802

Determine the appropriate New Hire file to copy to diskette.
Type the name of the selected file on the line below and press
return to copy the file to diskette or press return if no files
are present.

New Hire file to copy (i.e. KYNHR999.001):
```

3. Enter the file name and press the **Enter** key.